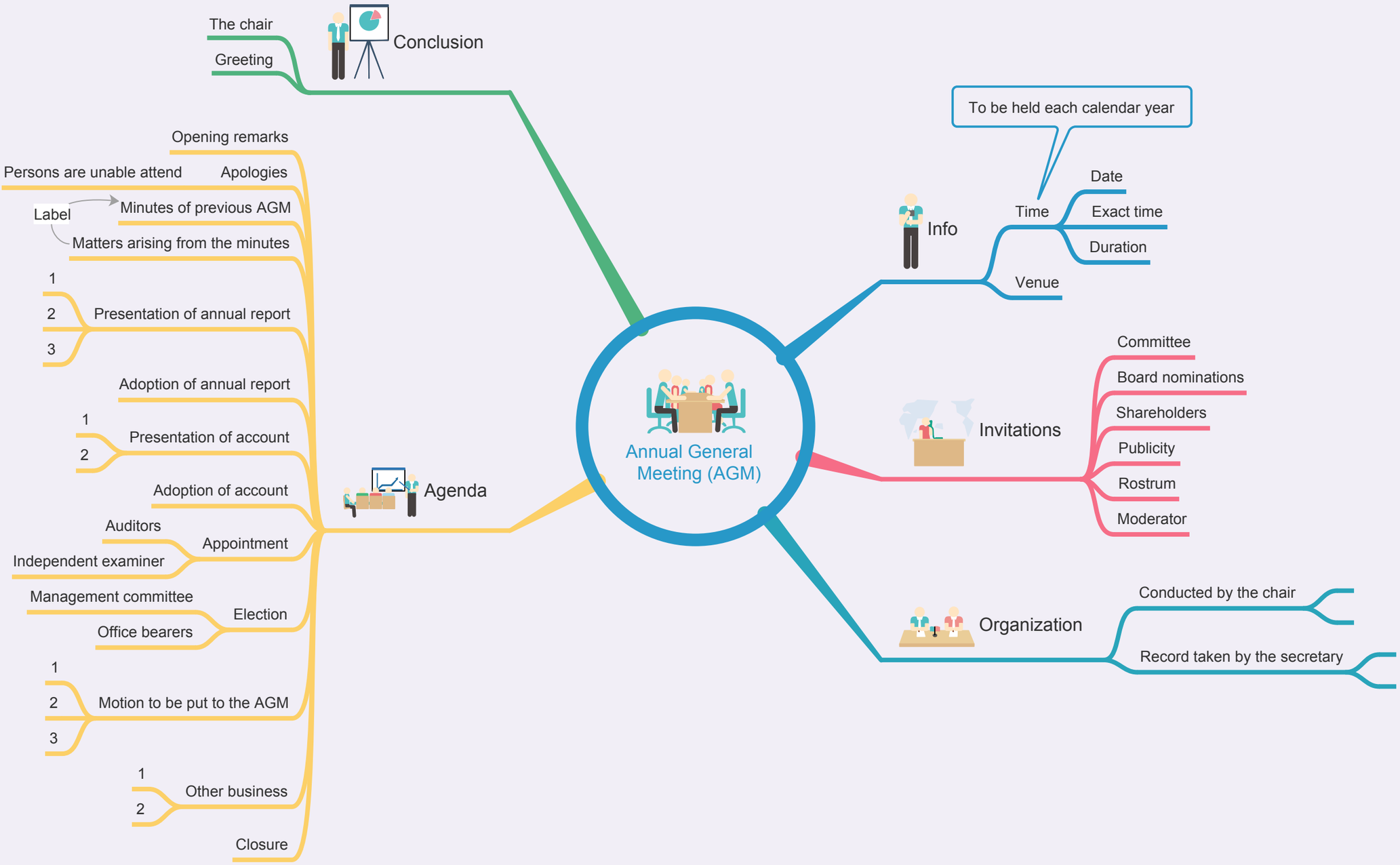
Annual General Meeting (AGM)
Conclusion
The chair
Greeting
Agenda
Opening remarks
Apologies
Persons are unable attend
Minutes of previous AGM
Label
Matters arising from the minutes
Presentation of annual report
1
2
3
Adoption of annual report
Presentation of account
1
2
Adoption of account
Appointment
Auditors
Independent examiner
Election
Management committee
Office bearers
Motion to be put to the AGM
1
2
3
Other business
1
2
Closure
Info
Time
To be held each calendar year
Date
Exact time
Duration
Venue
Invitations
Committee
Board nominations
Shareholders
Publicity
Rostrum
Moderator
Organization
Conducted by the chair
Record taken by the secretary